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25-29 January 1999, New York
Item 1 of the provisional agenda

DRAFT WORK PLAN FOR THE EXECUTIVE BOARD IN 1999

INTRODUCTION

1. The present document contains a draft work plan for the UNDP/UNFPA Executive Board work during 1999. It includes an outline of priority issues for both UNDP and UNFPA with an initial indication of the session at which the issues may be considered by the Board, taking into account any relevant prior decisions as well as the Board's request to focus deliberations at each session.

2. In accordance with decision 96/25, this draft work plan was presented to the Executive Board at the third regular session 1998. The Board took note of the work plan without comment. It has since been revised to reflect decisions taken by the Board at that session, in particular decisions 98/19 on successor programming arrangements for UNDP; 98/22 on UNFPA multi-bilateral trust fund arrangements; and 98/23 and 98/24 on funding strategies for UNDP and UNFPA, respectively. It is being submitted to the Executive Board for adoption at the first regular session 1999.

Annex 1

UNDP PRIORITY ISSUES FOR 1999

ISSUE	FOLLOW-UP	REPORT TYPE	SESSION
A. Increase resource base and put UNDP funding on a predictable, assured and continuous basis	Establish framework for implementing the funding strategy adopted at third regular session 1998	CRP Official	First Annual
B. Improve UNDP profile and image	Develop and implement plan of action for information and communication: • Presentation on key areas of communication needs • Plan of action to implement the key areas	 Oral Official	 First Annual
C. Improve programme quality and assess results	Review of country cooperation frameworks and analysis of lessons learned in order to improve programming	Official	Third
	Follow-up to decision on review of successor programming arrangements	CRP	First
	Continued application of guiding principles on narrowing the focus of UNDP	Official (in context of new country cooperation frameworks)	Regular sessions
	Strategic evaluations on the programme approach and on the reintegration of displaced persons in countries faced with emergency situations	Official	Annual

* **To be determined at the third regular session.**

ISSUE	FOLLOW-UP	REPORT TYPE	SESSION
D. Implementation of major decisions of UNDP 2001	Develop mechanism for monitoring and assessing results of implementation of major policy decisions	CRP Official	First Annual
E. Continue UNDP support for United Nations reform	Contribute to greater effectiveness and efficiency of the resident coordinator system		
	Strengthen field-level coherence of United Nations presence, including United Nations Development Assistance Framework (UNDAF) and harmonization of programmes and expansion of common premises and services	Official	Annual
	Strengthen partnerships with other development partners, including with other United Nations development organizations and the Bretton Woods institutions		

Annex 2

UNFPA PRIORITY ISSUES FOR 1999

ISSUE	FOLLOW-UP	REPORT TYPE	SESSION
A. Increase resource base and put UNFPA funding on a predictable, assured and continuous basis	Establish framework for implementing the funding strategy adopted at the third regular session 1998	CRP/Official Official	Second Annual a/
B. Improve programme quality and measure results	Strengthen link between programme inputs and outputs through logframe analysis in country and intercountry programmes	Official a/	Annual
	Standardize reporting procedures on indicators of International Conference on Population and Development (ICPD) goals	Official a/	Annual
	Increase number of external evaluations and produce syntheses of results	Official a/	Annual
C. Sharpen focus on key programme areas	Target assistance within countries and focus assistance on specific areas where UNFPA has comparative advantage	Official b/	Annual
	Intensify information, communication and advocacy activities	Oral	Annual
	Reassess the Technical Support Services system and develop future options for enhancing the system	Official Official	Second Third
D. Strengthen internal oversight, audit and accountability	Increase quality and coverage of management audits and ensure follow-up of recommendations for all oversight mechanisms	Official	Annual

ISSUE	FOLLOW-UP	REPORT TYPE	SESSION
E. Conclude preparations for ICPD+5 and follow-up on outcomes	Report on outcomes of roundtables, technical meetings and The Hague Forum	CRP	Second
	Report on outcomes of the Special session of the General Assembly and implications of ICPD+5 for UNFPA programme priorities Take advantage of momentum of ICPD+5 process and outcomes to refocus attention on issues raised in the ICPD Programme of Action and to reaffirm commitments made at Cairo, including on funding	CRP	Third
F. Continue UNFPA support for United Nations reform	Participate actively at the country level in the resident coordinator system, including implementation of the common country assessment, country strategy note and UNDAF and other such mechanisms and measures	Official a/	Annual
	Continue collaboration to improve common premises and services		
	Continue active participation in UNDG and its executive and other committees		
	Promote ways to streamline the work of the UNDG so as to lighten the burden on UNFPA field offices		

a/ Reported on in the context of the annual report
b/ Reflected in country programmes and in the annual report

EXECUTIVE BOARD OF UNDP/UNFPA
DRAFT WORK PLAN 1999

Table 1. First regular session 1999 (25-29 January 1999)

(5 working days)

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
1				ORGANIZATIONAL MATTERS
		A		Election of the Bureau for 1999
	Official (DP/1999/L.1)	A		Provisional agenda, annotations, list of documents
	Official	I		Report on the third regular session 1998
			½ day	
	Official	I		Decisions adopted by the Executive Board in 1998
	CRP	A		Annual work plan 1999 for UNDP/UNFPA Executive Board (96/25)
				JOINT UNDP/UNFPA SEGMENT
2				FINANCIAL, BUDGETARY AND ADMINISTRATIVE MATTERS
	Official	I	½ day	Updated overview of implementation of recommendations of the Board of Auditors (97/2 and 97/3)

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
				UNDP SEGMENT
3				UNDP 2001
	CRP	I		Progress report on implementation of change management (97/15)
4			1 day	COUNTRY COOPERATION FRAMEWORKS AND RELATED MATTERS
	CRP	A		Follow-up to decision 98/19 on successor programming arrangements
	Official	A		Country cooperation frameworks
5				INFORMATION AND COMMUNICATION STRATEGY
	Oral	I	½ day	Presentation on key areas of communication needs (98/15)
6				SPECIAL FUNDS AND PROGRAMMES
	Official	I	½ day	Reports on activities of the Global Environment Facility, the Montreal Protocol, the Office to Combat Desertification and Drought and the United Nations Revolving Fund for Natural Resources Exploration (92/2)
7				RESOURCE MOBILIZATION
	CRP	I	½ day	Follow-up to decision 98/23 on UNDP funding strategy
8				FINANCIAL, BUDGETARY AND ADMINISTRATIVE MATTERS
	Official	A	½ day	Report on UNDP financial risk management

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
9				FIELD VISITS
	CRP	I		Reports on field visits 1998
				UNFPA SEGMENT
10			½ day	COUNTRY PROGRAMMES AND RELATED MATTERS
	Official	A		Country programmes
11				OTHER MATTERS
	Oral	I		Coordinating Committee on Health
				JOINT MEETING OF THE UNDP/UNFPA AND UNICEF EXECUTIVE BOARDS
12		I	½ day	"Major areas of concerted action for 1999"

Abbreviations: A = action; CRP = conference room paper; I = information.

* With participation of the Bureau of the Executive Board of the World Food Programme.

Table 2. Second regular session 1999 (5-9 April 1999)

(5 working days)

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
1				ORGANIZATIONAL MATTERS
	Official (DP/1999/L.2)	A		Provisional agenda, annotations, list of documents
	Official	A		Report on the first regular session 1999
	Official	I		Decisions adopted by the Executive Board at its first regular session 1999
			½ day	
				JOINT UNDP/UNFPA SEGMENT
2	Official	A		REPORTS TO THE ECONOMIC AND SOCIAL COUNCIL
3				COMMON PREMISES AND SERVICES
	CRP	I		Progress report
4			½ day	STATEMENTS ON FUNDING COMMITMENTS TO UNDP AND UNFPA
				UNFPA SEGMENT
5	Official	A	½ day	COUNTRY PROGRAMMES AND RELATED MATTERS
6				TECHNICAL SUPPORT SERVICES
	Official	I	½ day	Progress report on the effectiveness of improvements in the operation of the Technical Support Services system (98/6)

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
7	Official	I	½ day	SECTOR-WIDE APPROACHES
8				ICPD+5
	CRP	I	½ day	Progress report on ICPD+5 process, including the outcome of The Hague International Forum
9				RESOURCE MOBILIZATION
	CRP	I	½ day	Follow-up to decision 98/24 on UNFPA funding strategy
10				EMERGENCY ASSISTANCE
	CRP	I	½ day	UNFPA assistance in emergency situations
				UNDP SEGMENT
11				COUNTRY COOPERATION FRAMEWORKS AND RELATED MATTERS
	Official	A	½ day	Country cooperation frameworks
12			½ day	OTHER MATTERS

Abbreviations: A = action; CRP = conference room paper; I = information.

Table 3. Annual session 1999 (14-25 June 1999)

(10 working days)

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
1				ORGANIZATIONAL MATTERS
	Official (DP/1999/L.3)	A		Provisional agenda, annotations, list of documents
	Official	A	½ day	Report on the second regular session 1999
	Official	I		Decisions adopted by the Executive Board at its second regular session 1999
				UNDP SEGMENT
			½ day	SPECIAL EVENT
2				ANNUAL REPORT OF THE ADMINISTRATOR
	Official	I/A	1½ days	Introduction, including review of non-core resources (98/2) and progress report on UNDP 2001 (97/15)
	Official	I/A		Programme records, including United Nations System-wide Special Initiative for Africa and Programme of Assistance to the Palestinian People
	Official	A		Special funds and programmes
	Official	I		Joint Inspection Unit
	Official	I		Statistical annexes
3	Official	I/A	½ day	EVALUATION

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
4				COUNTRY COOPERATION FRAMEWORKS AND RELATED MATTERS
	Oral	I	½ day	Assistance to Myanmar - annual report on implementing the Human Development Initiative (98/14)
5				INFORMATION AND COMMUNICATION STRATEGY
	Official	A	½ day	Plan of action to implement key areas identified at the first regular session 1999 (98/15)
6				RESOURCE MOBILIZATION
			½ day	Follow-up to decision on UNDP funding strategy (98/23)
7				TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES (92/2)
	Official	I	½ day	Follow-up to decision 92/2
	Official	I		Report of the High-Level Meeting on TCDC
8	Official	I	½ day	FOLLOW-UP TO UNITED NATIONS REFORM
9				UNITED NATIONS OFFICE FOR PROJECT SERVICES
	Official	A	½ day	Annual report
				Follow-up to decision 97/23
				JOINT UNDP/UNFPA SEGMENT
10			½ day	UNAIDS
11	Official	I		INTERNAL AUDIT AND OVERSIGHT

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
				UNFPA SEGMENT
12				REPORT OF THE EXECUTIVE DIRECTOR FOR 1998
	Official	I	1½ days	Introduction by the Executive Director
	Official	I		Programme priorities
	Official	I		Resource mobilization
	Official	I		Global Contraceptive Commodity Programme/Global Initiative on Contraceptive Requirements
	Official	I		Regional overview
	Official	I		Statistical annex
13	Official	A		WORK PLAN AND REQUEST FOR PROGRAMME EXPENDITURE AUTHORITY
14			1½ days	INFORMATION AND COMMUNICATION STRATEGY
	Oral	I		Implementation of decision 97/13
15				OTHER MATTERS
	Oral	I	½ day	Report on World Trade Organization initiative for least developed countries

Abbreviations: A = action; CRP = conference room paper; and I = information.

Table 4. Third regular session 1999 (13-17 September 1999)
(5 working days)

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
1				ORGANIZATIONAL MATTERS
	Official (DP/1999/L.4)	A		Provisional agenda, annotations, list of documents
	Official	A		Report on the annual session 1999
	Official	I	½ day	Decisions adopted by the Executive Board at its annual session 1999
	CRP	I		Outline for Executive Board work plan 2000
				UNDP SEGMENT
2				COUNTRY COOPERATION FRAMEWORKS AND RELATED MATTERS
	Official	I		Review of country cooperation frameworks
3				FINANCIAL, BUDGETARY AND ADMINISTRATIVE MATTERS
	Official	I		Annual review of the financial situation 1998
	Official	A	1 day	Report on multi-year funding framework and Biennial budget 2000-2001
	Official	I		Activities of the Inter-Agency Procurement Services Office
	Official	I		Subcontracts awarded and major equipment ordered
	Official	A		Review and revision of UNDP Financial Regulations

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
4				SPECIAL FUNDS AND PROGRAMMES
	Official	I	½ day	United Nations Capital Development Fund (97/8)
5				UNITED NATIONS OFFICE FOR PROJECT SERVICES
	Official	A	½ day	Budget estimates for the next biennium (97/22)
	Official	A		Risk management, reserves and surplus income (97/21)
6				**UNFPA SEGMENT**
				FINANCIAL, BUDGETARY AND ADMINISTRATIVE MATTERS
	Official	A	1 day	Biennial support budget, 2000-2001
	Official	I		Annual financial review, 1998
				Report on administrative and operational support costs for multi-bilateral arrangements (98/22)
7				TECHNICAL SUPPORT SERVICES
	Official	A	½ day	Proposals for future options for providing specialist support and advice to country support teams and country programmes (98/6)
8				COUNTRY PROGRAMMES AND RELATED MATTERS
	Official	A	½ day	Country programmes and intercountry programmes

Item No.	Nature of report	Action/ Information	Time allotted	Item and subject
9				ICPD+5
	CRP	I	½ day	Implications of outcomes
10				OTHER MATTERS
	CRP	I		Reports on field visits for 1999

Abbreviations: A = action; CRP = conference room paper; and I = information.